

**6City of Milpitas
Library Subcommittee Meeting
City Hall Committee Conference Room**

Meeting Notes

Tuesday, September 27, 2005

1. Flag Salute Mayor Esteves led the Committee in the Pledge of Allegiance.

2. Call to Order Mayor Esteves called the meeting to order at 6:00 p.m.

Attendance:

<i>City Council:</i>	Mayor Jose Esteves, Council Member Bob Livengood (absent)
<i>Staff:</i>	Mark Rogge, Emma Karlen, Greg Armendariz
<i>Library Advisory:</i>	Sarah Flower
<i>County Library</i>	Karen Armendariz
<i>Staff:</i>	
Group 4	David Schnee, Dawn Merkes
Architecture:	Gordon Chong, Geoff Adams; Marcelo Farias; Katharine
Chong Partners:	Anderson; Tom Wenner (Walker Parking)

3. Citizens Forum (remarks limit to 3 minutes):

- None

4. Announcements:

- Mayor Esteves would like the meeting moved to another day. He has another commitment at 7 PM. Therefore, it is best to move the meeting to another day or move to an earlier time.

5. Approval of Agenda:

- The Committee approved the agenda.

6. Approval of Minutes – August 30, 2005

- Mayor Esteves did not have a chance to read the minutes and would like to wait for Councilmember Livengood.

7. Progress Report

**A. Library Design
Development**

**• 90% Design
Development**

- Staff will be asking for recommendation for approval for the Garage Schematic Design. Staff will also be asking for approval with comments for the 90% Design Development Plan of the Library.
- There is a request from the Library Advisory Commission (LAC) to look for a location and considering a Donor Recognition Board. The Library Advisory Commission believes that there will be donations and would

like a location to have a donor board. With the approval of the Subcommittee, staff will ask Group 4 to include it as part of their Signage and Display package.

- Mayor Esteves would like to know what program does the LAC have for the Donor Recognition. Mark Rogge agreed with the Mayor and has asked the LAC develop an approach to a donor program. First, what will the money be use for? For example one of the special program is the Friends of the Library. What would be the tiers of donations? Mayor Esteves wants to know if other libraries have a donor recognition board. Cupertino and Saratoga Library have a donor program where members of the committee raise money for specialize purchases. Saratoga has a donor recognition, band at two different levels, and they have donor names on the tile in their courtyard. Mayor Esteves recommend a Donor Recognition Board be include providing that a donor program is in place.
- The West Garage is on hold; staff is waiting for the outcome of the negotiations with the County. If time is permitted, staff would like to go over property acquisition, site preparation plan.
- We are currently on the 90% Design Development for the Library. Group 4 will incorporate the comments from tonight's Library Subcommittee and the October 4, City Council meeting into their final Design Development package. The Design Development package will then steer the completion of the construction documents. The next step of the project is to produce Construction Documents. The goal of the Construction Documents is to take the design that has now been established and turn it into a legal document that is suitable for Public Works bidding. We should not be changing the program at this point but may have some minor refinements as we get into details. We are still maintaining a month lead in our schedule.
- We are on track with the Library Expenditures to date. Mark Rogge explained to the Committee the contract with Group. Group 4's contract consists of a set fee per month if they deliver all of the requirements in that month in that phase, they get paid. If they complete the work on time, the City holds back 5% and will received the 5% after submitting the work within the time schedule.
- Mark Rogge gave the Committee an update on the outreach to the community. The following groups were presented with an update on the Library presentation during the month of September: Library Advisory Commission (they requested a Donor Board), Parks, Recreation and Community Resources Commission (they made findings and recommendations for the Winsor Blacksmith Shop), Youth Advisory Commission (they were enthusiastic about Young Adult Area, Homework Center, Group Study Areas, and overall library plan), and the Planning Commission (going to the Planning Commission on September 28th to find the vacation of Winsor/Weller & conforms with general plan). At the second Council Meeting of October staff will ask Council to pass & resolution of intent to vacate the right of way on Winsor and then staff will follow up with formal vacation process.
- Models of the Design Development from various angles were presented to the Committee. (ie. Street Level View to North East @ Entry Plaza, Street Level View to South West, New Entry, Northwest Aerial, Southwest Aerial) Staff will be bringing back a view of the Streetscape at the next Library Subcommittee in October. Group 4 continued rendering

the historical building, showing the side window wall that is original but appears rather modern.

- Staff asked for recommendation to approve the Library Design Development and ask for comments. All comments are returned to Group 4 to be implemented into the final Design Development. We have come up with some issue regarding the building codes. The Building department wants to see a combined drawing of the Library and Garage to assure the building codes compliance. Staff is asking the Committee to approve the Design Development with comments. Mayor Esteves asked why there are more solid walls on the north elevation than transparent windows. Dawn, of Group 4 replied there are more books and shelves along the wall. And in order to keep your operation cost down, we need to balance the glass and solid wall. We put the solid wall where it will reflect what is more functional on the inside. On the back of the building there is more window looking up toward the view to the foothills. The back of the building is plain and that is where we are saving money.

7. Progress Report Continued

B. Midtown

Garages

- **East Parking**

Garage (Schematic Design)

- The Library and Garage project design schedule was presented to the Committee. We are on schedule. We have stopped work at the Conceptual Design on the West Garage. If the County decided that they want to pay their fair share for the West Garage, we can always go back to the design of the West Garage.
- Site Plan of the East Garage was presented to the Committee. We have completed the Schematic Design for the East Garage. On the most important thing for the Garage Schematic design is to look at the building as it is integrated with the Library, because it is important that they work together. Chong Partners has looked at the surrounding context of the site, looked at the circulation, met with the City on Fire, Police, IT all others that will be concerned with the operation of the facility. Chong Partners have also met on an ongoing base with Group 4 to incorporate the Library structure and the parking structure. This is the foundation to set the next stage, which begins the design detail.
- Some of the key elements of the Ground Floor plan is the security for after hours and the pedestrian area of the garage, locations of the stairs, and elevator for safety, security, good visibility, entry ways to the library, public restrooms, book drop areas, and the historic display areas. Therefore the coordination with Group 4 is very important.
- For the upper garage level, one of the circulation items is the location/placement of the elevator so they are facing away from the wind and rain. The mechanic and electric and data are in the utilities rooms. The Data room will be carrying the digital video recorders; we will have the cameras in the garage on all level. It will be visible on the Internet and the police department. There will be panic boxes throughout the garage; they will go directly to the City dispatch center. If a box is pressed, the Dispatcher will be able to go directly to the camera that is facing that particular panic box.
- The location for the historic fire truck will have a removable bar that can be removed for the truck to drive out for the parade. There is also an appropriate space for the Friends of the Library for a drop box, which will go into Library storage area.

- Because it is an entry facility for the library, visibility, safety, security, are very important, therefore the location of the major structural elements, primarily the shear walls around the primaries of the building to allow visibility. It will have fewer columns, few obstructions for visibility. Reinforced concrete will be the material used. There is also parking on the top floor, making it a four-floor parking structure. The garage structure can be seen from Highway 237 and it an important view because it is the entrance visible to the midtown area.
- Chong Partners presented the view of the Library Entry from the Garage. It is important that the garage has good natural light and air circulation. Mayor Esteves requested to see more details of the Garage's interior. Gordon Chong said at the next stage, the design development, we will see more details.
- Library Subcommittee recommendation to approve the East Garage Schematic Design.
- Mayor Esteves is happy that the project is on schedule and that the project is moving fast. Mayor Esteves believes that the Library/Garage is major project of the city.

8. Other Business:

- None

9. Set Next Meeting Date: Tuesday, October 25, 2005

- Change to another time or another day.

10. Adjournment:

- Meeting adjourned at 6:30 PM